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O nline experience

N ew friends

N avigating the web

E lectronic mail

C omputer Pals®

T rained tutors

E xploring new places

D iscovering and learning

Computer Power Learning System

Learner's Workbook

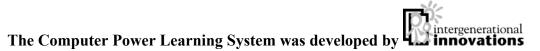






Thank you Computer Power Learning System Steering Committee. Your guidance, wisdom, and kindness honors all of us learners.

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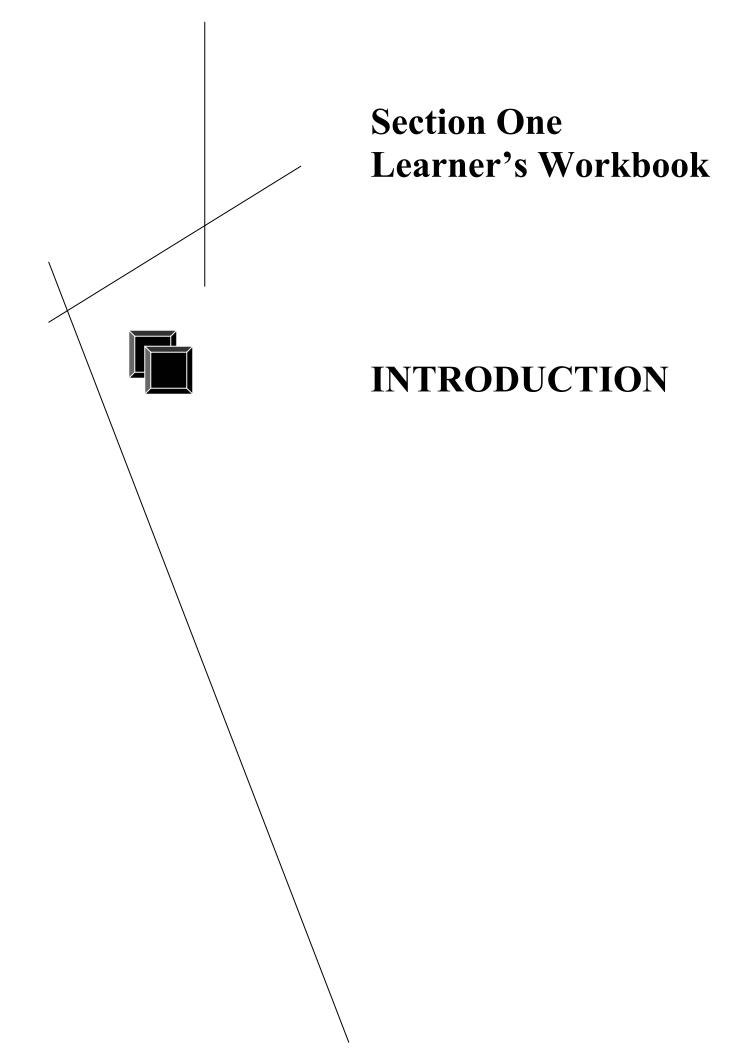
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		Page
Section	One: INTRODUCTION	1
	WELCOME	2
Task 1	How to use this workbook	3
Task 2	Knowing each other	4
	The learnerThe tutor	5
Task 3	What goes where	6
	ErgonomicsStretches	7
Section	Two: COMPUTER BASICS	8
Task 1	Getting familiar with the computer	9
Task 2	Starting the computer	11
Task 3	Using the operating system	13

		Page
Task 4	Turning off the computer	15
Task 5	Using the mouse	17
Task 6	Using the keyboard	19
Task 7	Using a window	21
Section	Three: INTERNET & E-MAIL	23
Task 1	Getting familiar with the internet	24
Task 2	Getting online to the internet	26
Task 3	Setting up a web-based e-mail account	28
Task 4	Using my e-mail account	30
Task 5	Receiving a message Printing a copy	32
Task 6	Saving my email on to a floppy disk Exiting the internet	34

		Page
Section	Four: PLAYING ON THE WEB	36
Task 1	Getting on to a web site	37
Task 2	Moving around on the web	39
Section	Five: WORD PROCESSING BASICS	41
Task 1	Getting familiar with word processing	42
Task 2	Creating and formatting a document	44
Task 3	Moving or deleting text	46
Task 4	Checking for spelling errors Printing the document	48
Task 5	Naming & saving the document Exiting the program	50

	Page
Section Six: RESOURCES	
Task reviews	A - T
 Answer log for review task exercises 	U - X
Helpful web sites	Y
Bibliography	Z



Learner's name:
Address:
Phone:
Tutor's name:
Email address:
Computer lab:
Location:
Tutoring days:
Tutoring time:
Contact person:
If unable to make tutoring session,
please call:
Other information:

WELCOME

Life shrinks or expands in proportion to one's courage. Anin Nin

Everyone learns. We learn from people, from our difficulties, and from our successes. Sometimes we study a topic, practice a skill, or gain experience from a situation. However learning occurs, it enriches life.

Learning requires courage. As we move from the unknown into the known, courage is needed to rise above any inward or outward obstacles. This mastery results in feelings of accomplishment, new learning, and skills.

You are invited to continue this process with the Computer Power Learning System. You have the power to learn. This workbook is designed to inspire your courage, support your learning and create new possibilities as you expand your life.

Task 1 How to Use this Workbook

Guidelines

You are an active participant in your learning process. Together, with your tutor, you will design what you want to learn and how you want to learn it. Through this partnership, you will develop confidence, success, and computer knowledge.

The workbook is divided into six sections, each providing a series of tasks. The sections and tasks may be followed in succession or independently, depending on your needs and interest. Each task offers keywords, written instructions that you will understand, and task reviews. Your tutor will direct you in exercises and tutorials throughout the workbook.

Be gentle with yourself and realize that it may be frustrating at times. Develop tolerance, patience and flexibility. Remember, your tutor is your personal trainer. Ask plenty of questions, commit to your workout and have fun learning!

Task 2 Knowing Each Other

The learner

Getting to know each other will help to develop a good learner-tutor relationship. Let your tutor know the answers to the following questions:

What motivates you?

What are your interests?

What are your computer learning goals?

What kind of a learner are you? (Circle below)

Visual Learner	Kinesthetic Learner	Auditory Learner
Remembers words by	Learns by doing and	Learns easily by
their appearance.	remembers what was	hearing and saying.
	done.	
Enjoys pictures,	May prefer hands-on	May need to verbalize
books, and	learning.	while doing non-verbal
demonstrations.		tasks.
Notices details.	May be restless and	Asks questions about
	need frequent breaks.	written instructions.
Responds well to	May draw while	Remembers what is
visual order and	listening or watching.	said and discussed.
neatness.		
Watches faces	Needs learning to be	Likes to talk.
intently.	organized and fairly	
	routine.	
Remembers where you	Wants to touch and	Can memorize the
have seen things.	feel everything. Moves	words to songs and
	around a lot.	poems easily.

The tutor

Your tutor is your guide. He or she knows the path you are about to go on, and wants to help you get there. It is your responsibility to talk to your tutor and communicate ways you can be supported and encouraged to learn.

You and your tutor will create a partnership in which each values and respects the other. It is from this connection that you will get personalized attention and guidance. Ways to build this relationship include:

- Take a genuine interest in your tutor.
- Be friendly. Stay positive.
- Be dependable, caring, and honest.
- Ask questions for understanding.
- Be a good listener.
- Have a sense of humor. Don't be afraid to laugh.
- Thank your tutor for giving his or her time.

You and your tutor are growing, learning and creating memories neither of you will ever forget.

Task 3 What goes where—Ergonomics

Here are some safe ways to be comfortable and protect your body while using the computer.

Sitting position: Sit deep in your seat with legs and arms at a 90-degree angle. Shoulders back. Feet flat on floor. If needed, supply a foot rest to adjust to the 90-degree angle.

Back support: When seated at an adjustable chair, position the back rest to support the low back curve. Tilt forward slightly. Adjust height to minimize slumping or leaning.

Viewing distance: Top of screen at or below eye level.

Mouse use: Mouse and keyboard are on same level and close to each other. Hold mouse loosely with all fingers and wrist in neutral position. Use your whole arm to move mouse. Light touch when you click. When resting, use a mouse pad for support.

Keyboard use: Keyboard level or slightly angled down. Hand position is in the shape of a gentle curve. Stay close to the keys and tap lightly.

Stretches

Stretches increase energy and comfort in the body. Stretches also lubricate the joints and prepare muscles, tendons, and ligaments for the work ahead. Each stretch should be slow and relaxed. No bouncing or stretching to the point of pain. Hold for 3-5 relaxing breaths. Do both sides when possible.

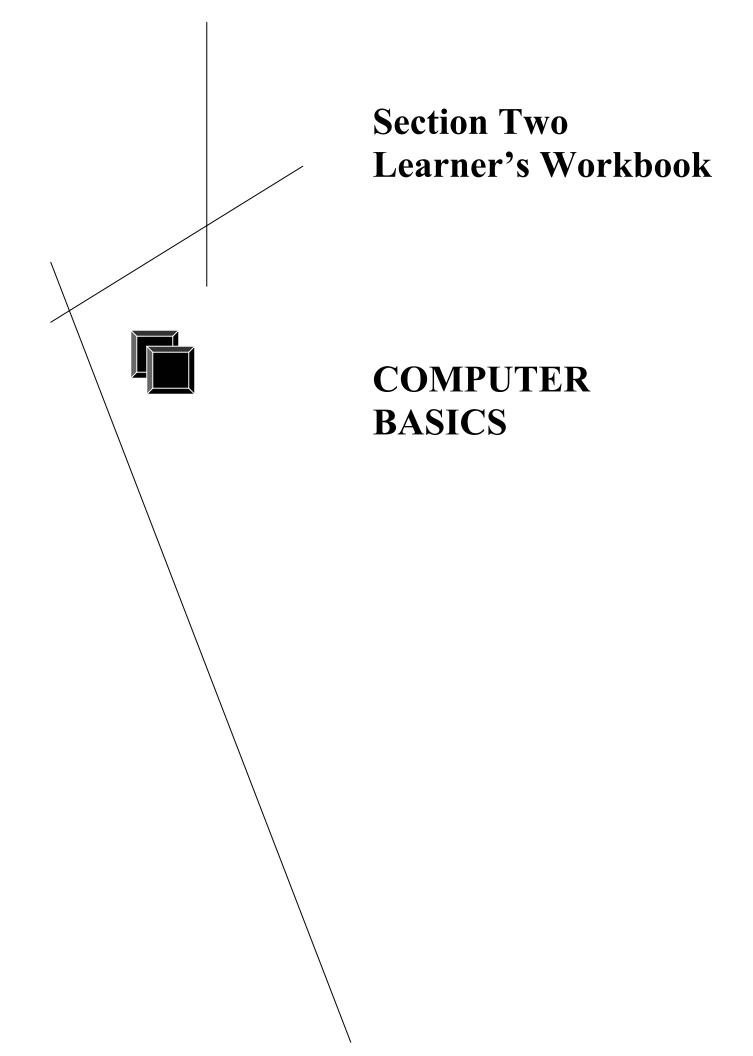
Chin tucks: Pull chin and head backward as if to make many chins. Hold for a few seconds. Repeat three times.

Shoulder rolls: Roll shoulders backward in three large circles then forward.

Hand stretch: Open hands and separate your fingers as far apart as possible. Hold and stretch for two breaths then clasp tight in fist. Repeat.

Wrist stretch: Place elbow on table, hand up. With opposite hand hold fingers down (palm up). Hold the opposite way (palm down) Repeat with opposite arm.

Tension release: Frequent shaking or rubbing of hands and wrists provides rest and improves circulation.





A computer is an information machine. It takes in information, works with it, and puts out information. The monitor, system unit, keyboard, and mouse are the basic parts of the computer.

PC is short for personal computer. It is a small computer designed to be used by one person at a time. The two common types are the Desktop PC and the Tower PC.

A Macintosh computer is not considered a PC, but operates similarly.

Getting familiar with the computer

Task 1: Key words

Computer parts

There are several parts to the computer. These parts are commonly known as the hardware.

Monitor

It looks and works similarly to the television set. It allows you to view the information.

System unit

It is the computer case that stores and processes all the information needed to run the computer.

Keyboard

It looks and works similarly to the typewriter keyboard. It is used to type information into the computer.

Mouse

It is a small handheld device you roll around on a mouse pad or flat surface. It is used to point to objects on the screen and give commands.

Printer

It is a device that produces the information on paper.

Task 1 Getting familiar with the computer

The computer I am using is a	
	•
The main parts to the computer are	



Desktop PC Computer



Tower PC Computer

Starting the computer

Start

Task 2: Key words

Surge protector

It is an electrical device that the computer is plugged into to protect it from power surges coming from the wall electrical socket.

Power buttons

The monitor and system unit both have a button you must press to turn on the computer.

If the computer has an external modem and printer you will also need to turn on their power as well.

Turn on sequence

The computer is easy to turn on but it is important to do it in the right sequence:

- 1. Turn on surge protector.
- 2. Turn on monitor.
- 3. Turn on modem and printer.
- 4. Turn on system unit.

<u>Important:</u> Make sure there is not a floppy disk in the disk drive before starting the computer.

Task 2 Starting the computer

To <u>turn on</u> the power and	start
	Power
	Surge
	Monitor
	Modem
	Printer
	System

Using the operating system

Task 3: Key Words



Desktop

It is the first window you will see when the computer is ready to go. The desktop always displays the "My Computer" and "Recycle Bin" or "Trash" icons. The background of the desktop and icons may look different from computer to computer.

Icons

They are the little pictures on the desktop, each representing a command, file, or program.

Taskbar

It is usually located on the bottom of the desktop and holds the **Start Button** (command).

Task 3 Using the operating system

The computer's operating system is	
The operating system is ready to go when the monitor displays the	
The parts of the desktop are	
The pictures on the desktop are	

Turning off the power to the computer

Task 4: Key words

Shut down

It is the command that properly turns off the operating system and power to the system unit (the brain of the computer).

Restart (reboot)

It is the command that will turn off and then turn on the operating system of the computer. This is needed sometimes to unfreeze the computer and help it function better.

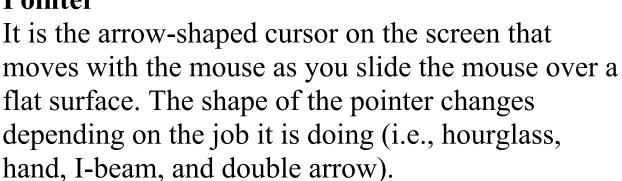
<u>Important:</u> You should always save the work you have done in a document before restarting. More about that later.

Task 4	Turning o		power	to the	
To shut o	•		Now I a ready Shut Do	to)	
				_	Shut
To restar	rt (reboot)				
	Why	I woı	ıld need	l to res	start

Using the mouse

Task 5: Key words

Functions of the mouse Pointer



Click

When you click you are interacting with the computer. To select an object on the screen by clicking it, press the left mouse button down with the index finger and then release.

Drag

To move an object on the screen by dragging it, press the left mouse button down and hold it while you move the mouse on the flat surface. Release the button when the object is where you want it.

Double-click

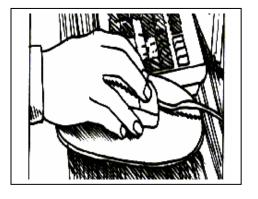
To open a computer file or program, rapidly press and release the left mouse button twice.

Task 5 Using the mouse

To use the mouse	

Holding the Mouse

Thumb on the pad, index finger on the left button, middle finger on the right button, palm of hand cups the end of the mouse gently, and wrist rests on the pad for stability.



Using the keyboard

Task 6: Key words



I-beam pointer

It is the flashing bar that shows you where you are typing. It is also called the cursor.

Shift key

Press and hold the shift key while typing a letter to make it a capital letter.

Enter key

It is used to insert a blank line and start a new paragraph.

Backspace key

It is used to remove the letter or number before the I-beam pointer.

Space bar

It is used to make spaces between words.

Cursor keys

These arrow keys are used instead of the mouse to move the I-beam pointer to a different position.

There are many more functions and commands you can use on the keyboard. You may want to learn them later.

Task 6 Using the keyboard

To type with the keyboard	
(000 0	-

Using a window

Task 7: Key words

Window

It is a rectangle box that appears on the screen as you run or open programs on the computer. It displays the program menus and tools. You can have multiple windows open at the same time.

Title bar

It is the top bar that contains the name of the window.

Close

It is the "X" button that is used to exit the window.

Menu bar

It contains a row of commands (File, Edit, View, etc.). By clicking on one of them a list will appear.

Scroll bars

The two bars allow you to scroll through parts on the window that are not currently in view.

Address bar

It is the current location or path of the window.

Task 7 Using a window

To open a window	
The basic parts of a window	v are
To close a window	

There are more parts to the window but you don't need to learn them right now.



INTERNET & EMAIL

The internet is all about information going from one place to another via computer. It is a worldwide network of computers linked to share data.

To get on the internet, you need a computer, a modem, and an available phone line. You also need an account with an online service provider and a web browser program. Most computer labs provide all this.

Once you are online, you can email family and friends, book a vacation, view art from a museum, check out books from the library and do many more exciting things.

Getting familiar with the internet

Task 1: Key words



Modem

It is a device that enables the computer to communicate with other computers via the phone line and internet.

Internet

It is network of thousands of computers linked together worldwide for the purpose of sharing information.

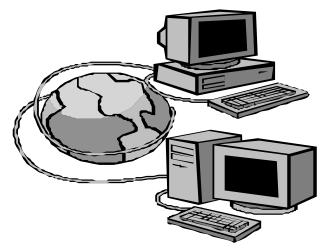
Online service provider

It is a company that provides the service that enables the computer (via the modem and phone line) to connect with other computers. To use their service you pay for an account.

Web browser

It is a program that enables the computer to display, explore, and search for web sites. The two most popular browsers are Internet Explorer and Netscape Navigator.

Task 1 Getting familiar with the internet



The modem for my computer is an (internal or external)

It is connected to a (phone line, cable or DSL line)

The online service provider is

The name of the web browser is

Getting online to the internet

Task 2: Key words



Log on

It is the term used for entering into the internet and entering into your email account.

Web browser window

It is a rectangle box that appears on the screen as you open and run the browser program. It enables you to ask for and view web sites.

Title bar

It contains the name of the window.

Close

It is used to exit the window.

Tool bar

It contains all the program's commands and options for moving around on the web.

Scroll bars

The two bars allow you to scroll through parts on the window that is not currently in view

Address bar

It is the current web site location or path.

Task 2 Getting online to the internet

To log on to the internet	
The parts of the web bro	wser window are

Setting up a web-based email account

Task 3: Key words



Email

It is similar to regular mail except that you send and receive your mail via the computer. Email stands for electronic mail.

Email address

It serves like your home address (the destination). The part before the @ is the person's username. The part after the @ is the email service provider's name.

Free email service provider

It is a vendor that provides a web-based email service for free. To use the free email service you must sign up for an account and follow the guidelines of the vendor.

Sign-in

It is the term used for entering into your email account.

Password

It is your secret identification code that you use to sign-in to your account.

Task 3 Setting-up a web-based email account

To sign up for an account	
My email address is	
My sign-in name is	
My password is	

Using my email account

Task 4: Key words

Compose or new message button

It is where you type in your message you want to send to someone who has an email address.

"To" box

It is where you enter the person's address. It must be exact or the email will be returned, or will go to the wrong person.

"CC" box

It is used if you want to send the same message to yourself or someone else.

"Subject" box

It is where you enter the title or topic of your message.

Check spelling button

It is the tool that will find any spelling errors and offers the correct spelling.

Send button

It is the command that mails your message.

Task 4 Using my email account

To start (sign-in)		
	To send a	a message

Receiving a message and printing a copy

Task 5: Key words

Check

"In box"

It is where you check to see if you have received any new email.

Reply button

It is used if you want to reply back to the person who sent you the email.

Delete button

It is used to throw away the email message.

File menu

It is the list of commands that give you options to print and save your work.

Print command

It is used to tell the printer to create a paper copy of the email.

Task 5 Receiving a message and printing a copy

To check my	y email	- -
		_ _ _ _
	To print copies	of my emails

Saving my emails on a floppy disk

Task 6: Key words



Floppy drive

It is a device in the computer that reads and writes data on floppy disks.

Floppy disk

It is a small square shaped plastic disk used to store data. The disk is removable.

Save as

It is the command in the File Menu that you use to save (copying) your information on to a floppy disk.

Sign-off

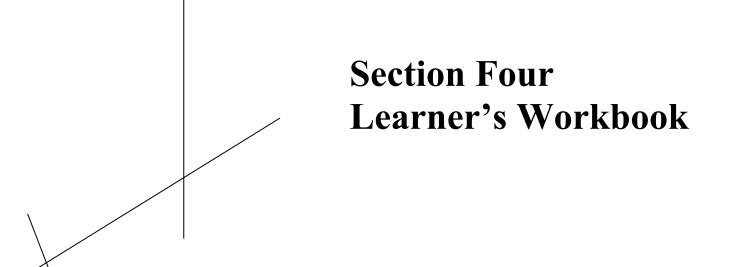
It is the command that ends your email connection.

Log-off

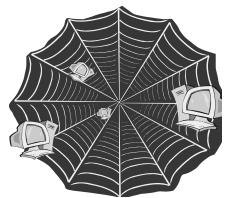
It is the command that ends your Internet connection.

Task 6 Saving emails on a floppy disk and exiting the internet

To insert the floppy disk
To copy the information on to the disk
Save
Γο sign off on my email account
Γo log-off the internet



PLAYING ON THE WEB



The world wide web is sets of documents that are referred to as web pages, grouped together into web sites. These web sites represent individuals, clubs, and organizations. You can access the web via the internet and computer.

The web browser is a computer program that enables you to view the web pages and move around to different web sites.

Search engines are on-line directories and search programs that enable you to do extensive searching on a particular topic or category.

Getting on to a web site

Task 1: Key words



Web address

It is the address of the web site. The header always begins with "http://" and then shows the domain name (business or organization).

Web site

It is an organized group of web pages linked together.

Web page

It is a document on the world wide web.

Hyperlink

It is located on a web page and when you click on the link, it causes another web page to display. The links can be text or pictures.

Activity bar

It tells you what the browser is doing, such as "loading document" or "document done".

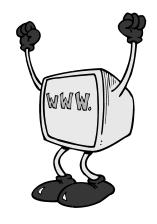
Go back to Section Three Tasks 1 & 2 to review the web browser window parts.

To log-on to the internet and open the web browser	
To move to a particular web site	
To select a link	

Task 1 Getting on to a web site and selecting a

Moving around on the web

Task 2: Key words



Tool bar functions

Back arrow command

It takes you back to the last page that was displayed.

Forward arrow command

It takes you forward to a previously displayed page.

Home command

It takes you back to the first page you started at.

Stop command

It will immediately stop all browser action.

Refresh command

It reloads the page you are currently viewing.

Search engine

It is an on-line directory or search program that enables you to do extensive searching on the web.

Task 2 Moving around on the web

To search with the web ba	Search
To use a search engine	

Section Five Learner's Workbook

WORD PROCESSING BASICS

A word processor is a computer program that enables you to write, edit and print documents. You use the computer's keyboard to enter the information and it operates similarly to the typewriter. Word, Works and Word Perfect are popular word processing programs.

A word processing computer program allows you to do many things while creating a document. This tutorial will only cover the very basics, such as how to change the type font and style, check the document for spelling errors, move text to different places in the document. You will also learn how to save the document to a computer file or floppy disk for future use.

Getting familiar with word processing

Task 1: Key words



Word processing window

It is a rectangle box that appears on the screen as you open and run the program. It enables you to open and create new documents.

Title bar

It contains the name of the program and/or document you have open.

Tool bar

It contains all the program's commands and tools to create, edit, format, view, and save the document.

Close

It is the "X" button used to exit the document.

Scroll bars

The two bars allow you to scroll through parts on the document that are not currently in view.

Review Section Two on how to use the mouse, keyboard, and windows.

Task 1 Getting familiar with the word processing program

To open the program	Word Processi ng Program
The parts of the window	

Creating and formatting a document

Task 2: Key words

File menu

It contains commands to create a new document, to set up the page, as well as save and print the document.

New document

It is a blank page display on the word processing window. This is where you can type a letter containing an unlimited number of pages.

Page set up

It the command that contains the options for setting up the document's margins, paper size and layout.

Format menu

It contains options for selecting the font style and size, making bullets and numbers and formatting the text in a specific paragraph.

View menu

It contains options for viewing the document you are working on.

Please note: most word processing programs have standard format default in place upon creating a new document. However, it is easy to change the page set-up and format any time you are working on the document.

Task 2 Creating and formatting a document

To set-up the margins & page	layout
	Dear Mary,
	How have you been?
To format font type and size	Dear Mary,
	Dear Mary,
	Dear Mary,
	Edit

Moving or deleting text

Task 3: Key words

Select text

Selecting or highlighting text is necessary before you can perform a command such as cutting and pasting or applying a format to the selected text.

Edit menu

It contains the commands for cutting, pasting, and copying selected text.

Cut and paste

These are the two commands that enable you to remove the selected text from one location and paste it into another.

Copy

It is the command that enables you to duplicate the selected text so you can paste it to another location.

Clear or delete

It is the command that enables you to remove the select text.

Undo

It is the command that enables you to undo your action if it was a mistake.

Task 3 Moving, adding or deleting text

To cut and paste text	
Γo add text	
Γο delete text	
delete	

Checking for spelling errors and printing the document

Task 4: Key words

Tools menu

It contains the command to check your document for spelling errors. Some programs also enable you to check the grammar as well.

Spell check

It is the command that will notify you of any spelling errors and give you suggestions on the correct spelling, which you may either change or ignore.

Print command

It is the command that enables you to send the document to a printer. Before you click OK to print you need to make sure the correct printer has been selected.

Task 4 Checking for spelling errors and printing the document

To do a spell check	Deer Mary,
	How have <u>yow</u> been?
To print copies of the document	
To select the printer	
To select number of copies and pages	
	- - - 49

Naming and saving my document, and exiting the program

Task 5: Key words

W File

File name

It is the name you have given the document. If you do not provide a name, it will pick up the first few words of the document.

Saving a file for the first time

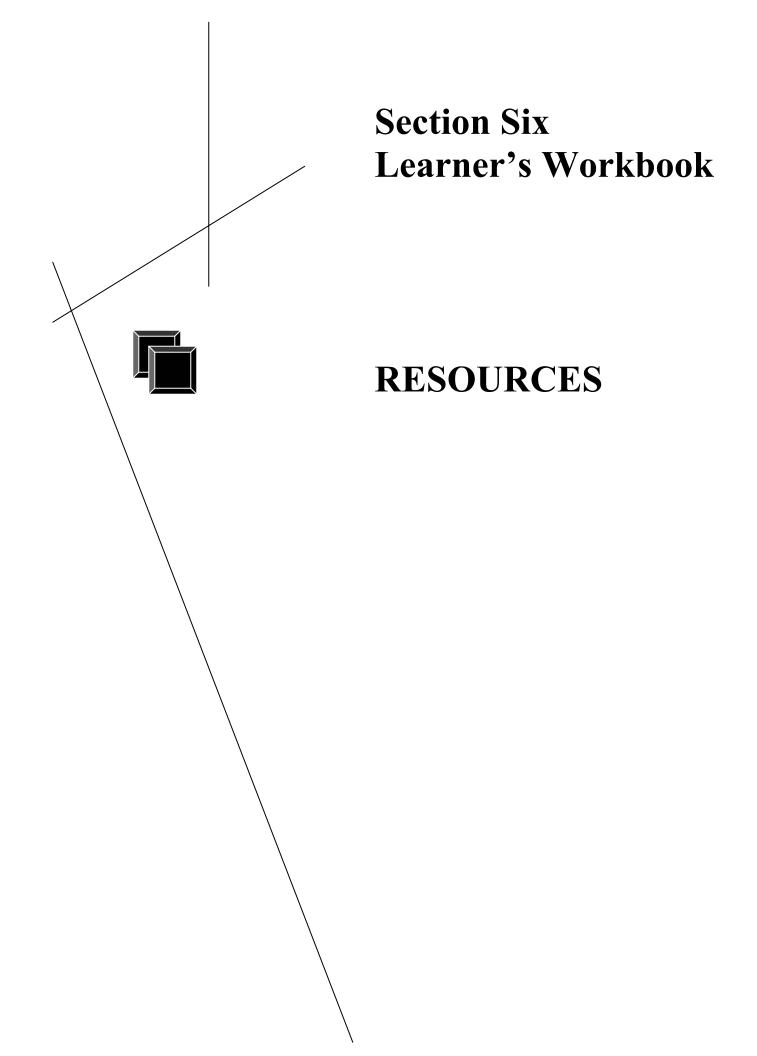
A document is stored only in the computer's active memory until you save it. The first time that you save a file you must name it and save it to a to either a hard drive or floppy disk (it should be a floppy if you are using a computer lab). After the first time, the program will re-save the document under the same name in the same place.

Exit

It is the command that enables you to quit the program. If you have not saved your document, you will be asked if you want to save the document before exiting the program.

Task 5 Naming and saving my documents and exiting the program

To name my document	
Γο save it on a floppy disk	
To exit the program	



- 1. It is a TV-type screen and displays information about what the computer is doing.
- 2. It contains the drives and stores all information needed to run the computer.
- 3. It is similar to a typewriter and you use it to type information into the computer.
- 4. It is a small handheld device you use to move the pointer around the screen and give commands to the computer.

1.		fore you turn on the computer you need to		
	make	e sure there is not a	in the	
		drive.		
2.	It is	important to have the comp	outer plugged	
	into	a	to prevent a	
	powe	er surge from damaging it.		
3.	You	turn on the computer in the	e following	
	orde	r:		
	1)			
-	-) .		<u> </u>	
4	2)			
	•			
	3)		<u> </u>	
	4)			
2	4) .			

1.	It is the main program that controls how the computer operates.
2.	The computer is ready to go when the monitor displays the
3.	The little pictures on the desktop are called
4.	Icons represent a command, file or .
5.	It is the long bar located at the bottom of the window desktop.

1.	Before you turn off the power to the computer you need to properly
2.	To get to the shut down window you click the button on the bottom left hand corner of the screen.
3.	Before you start the shut down process with the computer you should always your work.
4.	If your computer is frozen (doesn't allow you to move the pointer or type) you should the computer.

1.	The arrow shaped cursor on the screen that moves with the mouse is called the
2.	To place the pointer on top of an object and press and then release the left button you have just the object.
3.	To rapidly press and release two times on the left button is called
4.	Double clicking is used to a program or function.

1.	To insert a line or row at the end of a		
	paragraph, you press the key.		
2.	To get a capital letter you hold down the key and tap a letter.		
3.	It is the flashing bar that shows you where you are typing.		
4.	The keys that show you the direction in which to move the cursor.		
5.	It is the key that removes the character before the cursor.		
6.	The left button is called		
7.	Double clicking is used to a program or function.		

Review Task 7

1. It is a rectangle box that appears when a program is open and running.

2. It is the area at the top of each window that has the name of the program you are using.

3. The "X" in the upper right hand corner of a window is called the _____ button.

1.	It is a network of thousands of computers all over the world, set up to exchange information across the globe.
2.	It is the device that connects the computer to the phone line
3.	To connect to the internet you must have a phone line and an account with an
4.	It is the program that works with the internet connection to provide a way to display and search for web sites.

1.	To start the web by	rowser you need to	
		on the browser	
	program icon.		
2.	To see where you are on the web, you look at		
	the	box near the top of the	
	browser.		
3.	To close your browser window, you click on		
	the	box.	

1.	Email is short for
2.	It serves just like your home address when you send an email
3.	To get a free email account, you can register with a provider.
4.	To sign-in to your email account you need to remember your secret

1.	It is the place where you type your message.
2.	In order to send someone an email you must have their
3.	The "To" box is where you enter the
4.	The "Subject" box is where you enter the
5.	Before you send the email it is a good idea to do a

Review Task 5

and select print.

1.	It is the box that contains your new messages.
2.	It is used when you want to reply to the message.
3.	To throw away the email, you select the message and click
4.	To print copies of the message, you open the

message, then go to the _____ menu

1.	To save a copy of your message on a floppy disk, you need to first insert the disk into the
	·
2.	The save as command can be found in the menu.
3.	To end your email session, you need to make sure and
4.	If you have finished using the internet you should

Section Four: PLAYING ON THE WEB

- 1. To go to a web site, you need to type in the
- 2. A web site can have many web _____.
- 3. Web pages have links to each other. You go to one by clicking on text or a _____.

Section Four: PLAYING ON THE WEB

1.	When you put the cursor over a link, it will change into a pointing	
2.	To view a previously viewed page, you clic on the button.	k
3.	To look up something on the web, you use the button.	
4.	To do a more extensive search, you would use a	

- 1. It is the software program that enables you to create letters (or documents).
- 2. It is the top bar that tells you the name of the program and/or the document you are in.
- 3. The two bars on the window that allows you to move through the parts of the document that are not in view.

1.	When you would like to create a new document you go to the menu and select "new."
2.	To change the margins of your document you go to file menu and select the command.
3.	It is the command that enables you to see the document by enlarging or reducing the text in the window.
4.	"Times New Roman" is called a

1.		hat holds the commands to aste text in the document.
2.	Before you can select or	copy text you first have to it.
3.	<u> </u>	nistake, a quick way to fix it ately to the edit menu and command.

- 1. It is the menu that you go to when you want to check for spelling errors in the document.
- 2. It is the menu that you go to when you want to print the document.
- 3. Before you select the "OK" button to print, you want to make sure the print job is going to the correct ______.

1.	When you create a n	ew document you	will
	need to give it a file	•	

- 2. Before you exit out of the program you need to _____ your document.
- 3. You save documents on this plastic disk then remove it from the computer.

Section Two: COMPUTER BASICS	Page
Task 1 1) monitor, 2) system unit, 3) keyboard, 4) mouse. 2) Task 2 1) floppy disk, 2) surge protector, 3) surge protector, monitor, modem and/or printer, system unit.	A B
Task 3 1) operating system, 2) desktop, 3) icons, 4) task bar.	C
Task 4 1) shut down, 2) start, 3) save, 4) restart.	D
Task 5 1) pointer, 2) selected, 3) double-clicking, 4) open.	E
Task 6 1) enter, 2) shift, 3) I-beam pointer, 4) cursor, 5)backspace.	F
Task 7 1) window, 2) title bar, 3) close, 4) scroll bars.	G

Section Three: INTERNET & EMAIL	Page
Task 1 1) internet, 2) modem, 3) service provider, 4) web browser.	Н
Task 2 1) double-click, 2) address, 3) "X" (close box).	I
Task 3 1) electronic mail, 2) email address, 3) web-based email, 4) password.	J
Task 4 1) compose box, 2) email address, 3) email address, 4) topic, 5) spell check.	K
Task 5 1) in box, 2) reply command, 3) delete, 4) file.	L
Task 6 1) floppy drive, 2) file, 3) sign-off, 4) log-off	M

Section Four: PLAYING ON THE WEB	Page
Task 1 1) web address, 2) pages, 3) graphic link.	N
Task 2 1) finger, 2) back arrow command, 3) search, 4) search engine.	0

Section Five: WORD PROCESSING BASICS	Page	
Task 1 1) word processing, 2) title bar, 3) scroll bars.	P	
Task 2 1) file, 2) page set-up, 3) view, 4) font.	Q	
Task 3 1) edit menu, 2) highlight, 3) undo.	R	
Task 4 1) tools menu, 2) file menu, 3) printer.	S	
Task 5 1) name, 2) save, 3) floppy disk.	T	

Helpful web sites

Web sites to increase computer skills

	comparer simis
Shopping	•
www.amazon.com	www.seniornet.org
News	www.compututor.bc.ca
www.cnn.com	www.cyberseniors.org
Travel	
www.expedia.com	www.microsoft.com/access
Health	www.virtualstream.com/seni
www.onhealth.com	<u>ors</u>
Finances	Games
www.quicken.com	www.nick.com
Resources for seniors	
www.senior.com	◆ EMAIL ADDRESSES
Senior housing	
information	
www.seniors-site.com	
Senior health	
www.allhealth.com/seniors	

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